This is to inform all Deans/Heads of Departments/Directors/Heads of Units that the format of the Fixed Assets Register can be downloaded from the Internal Audit webpage on http://www.ui.edu.ng/content/internal-audit-unit. The format is shown below:

**FIXED ASSET REGISTER**

<table>
<thead>
<tr>
<th>S/N</th>
<th>NAO</th>
<th>MAKER</th>
<th>LOCATION</th>
<th>QUANTITY</th>
<th>FUN</th>
<th>NFUN</th>
<th>OBSOLETE</th>
<th>SUPPLIER</th>
<th>DOP</th>
<th>PWP (N)</th>
</tr>
</thead>
</table>

**NOTE:**  
S/N = Serial Number, NAO = Name of Asset, FUN = Functioning, NFUN = Non-Functioning, DOP = Date of Purchase and PWP = Price when Purchased.

The fixed assets register should be updated from time to time in all the Faculties, Departments and the Units of the University.

Thank you.
O.I. Olukoya, MNIM, FPA
Registrar